

## **INTERDISCIPLINARY STUDIES MAJOR TIMELINE**

### **IS MAJOR APPLICANTS - SOPHOMORES**

#### **Fall Sophomore Year**

- Contact IS Major Committee Chair to set up an appointment to discuss your ideas

IS Major Committee Chair 2015/16:

Julie Dobrow, Director, Center for Interdisciplinary Studies

Email: [julie.dobrow@tufts.edu](mailto:julie.dobrow@tufts.edu) Phone: 617.627.4744

- Reach out to potential faculty advisors who may serve on your advisory committee for your IS Major

#### **Spring Sophomore Year (2018)**

- **By February 26th:**

Send a brief email message to CIS at [cis@tufts.edu](mailto:cis@tufts.edu) to inform them of your intent to submit a proposal for the Interdisciplinary Studies Major

- **By March 7th:**

**Deadline for your full proposal, including all letters of support and transcript.**

Download the [Interdisciplinary Studies Major Application Forms](http://cis.tufts.edu/ismajor/index.htm) packet from the CIS website:  
<http://cis.tufts.edu/ismajor/index.htm>

Send all materials to CIS by email to: [cis@tufts.edu](mailto:cis@tufts.edu)

Letters of support should be emailed by the faculty members directly to CIS: [cis@tufts.edu](mailto:cis@tufts.edu)

- **Late March:**

Students will be notified if they have qualified for the second stage of the application process, and will be invited for a 20-minute interview with the IS Major Faculty Committee. This interview will include the student giving a 4 to 5 minute "elevator pitch," and explaining to the committee your intellectual goals and rationale for this Interdisciplinary Studies Major.

- **Early April:**

The IS Major Faculty Committee decides which proposals that have qualified for an Interdisciplinary Studies Major. Students are notified via email.

## **ACCEPTED STUDENTS- SOPHOMORES**

- **Early April:** Complete [Declaration of Major/Change of Advisor Form](#) and have it signed by your primary advisor. Return the completed form in to Student Services, Dowling Hall.
- **Early April:** Register for courses based on your new IS Major
- **Mid-semester (Early April):** arrange an organizational meeting with your faculty committee to develop goals and to establish a specific timeline for meetings and expectations of students and advisors.

## **JUNIORS**

- **Fall semester:** Arrange meetings with the primary faculty advisor on a regular basis and meet with the entire committee at least once per semester
- **Early November:** Register for courses. Look for future course offerings to see if they fit your initial plan of study. Make adjustments with advice from your faculty committee and approval from your primary advisor. Any major changes to your course of study must also be approved by the IS Major Committee.
- **Spring semester:** Start to formulate thesis proposal
- **Early April:** Register for courses

# SENIORS

## Fall semester

- **September:** Arrange an organizational meeting to develop goals for the thesis and establish a specific timeline for completion, including due dates for handing in drafts, completing the final version of the project, and meeting for an oral defense. At this organizational meeting the student **submits a thesis proposal with a working title, thesis statement, and description of proposed research.**
- **September: Register for the CIS Senior Thesis Course** - either **CIS 95 or CIS 195 (Honors)** for fall semester. This course requires Department Consent. Students must register via the [One on One Course Form](#) downloadable from the Registrar's website: [http://uss.tufts.edu/registrar/Registrar\\_FacultyResources.asp](http://uss.tufts.edu/registrar/Registrar_FacultyResources.asp). Complete the One-on-One Course form, have it signed by your primary advisor and return the form to Student Services, Dowling Hall.

Note: CIS 95/195(Honors) is a year-long course. Students must re-register in the CIS 95 or CIS 195 for the following spring semester.

**CIS 195 (Honors) Eligibility:** Students pursuing an Interdisciplinary Studies Major may opt for an Honors Thesis if they were placed on the Dean's list at least two semesters before their senior year. The Interdisciplinary Studies Major Honors Thesis is CIS 195. An honors thesis can be ranked "no honors," "honors," "high honors" or "highest honors." This is a deliberation that happens at the time of your defense among your committee members, based on how outstanding a job they think you have done with the project. This is one of the reasons that it's so critical to keep in touch with your entire committee during the whole process of conceptualizing and writing the thesis.

- **Mid-November (11/16/15):**

**Students petition to graduate** through the [SIS system](#)

Students and advisors complete **Degree Sheets** downloadable from the Registrar's website: [http://uss.tufts.edu/registrar/SS\\_StudentForms.asp](http://uss.tufts.edu/registrar/SS_StudentForms.asp) and the **Majors Checklist** downloadable from the CIS website: <http://cis.tufts.edu>. **Both forms** be signed by primary advisor **and** the IS Major Committee Chair, Julie Dobrow. Return the completed forms to Student Services, Dowling Hall. Copies must also be brought to CIS, Eaton Hall.

**Primary Advisor completes Thesis Candidate Form** (when applicable –see details above) If you choose to do an **Honors Thesis (CIS 195)** you must complete the **Thesis Candidate Form**, downloadable from the Registrar's website: [http://uss.tufts.edu/registrar/SS\\_StudentForms.asp](http://uss.tufts.edu/registrar/SS_StudentForms.asp) For department write "CIS" and for the Chairperson write your primary advisor for your IS Major. This form must be signed by primary advisor **and** the IS Major Committee Chair, Julie Dobrow.

## Spring semester

- **Primary Advisor:** Meet with your primary advisor regularly, or at least 3-4 times during the semester. Such contact may be maintained by other means such as email communication, with the proviso that such communication is substantive and that the student keeps a journal print-out of the discussion undertaken in the email exchange.
- **Second/Third Advisors:** Consult with and keep the second and third advisors on your committee apprised of progress and concerns throughout the semester; two meetings are recommended, but are not required.

## TIMETABLE FOR THESIS WORK

- **January: Re-Register for the spring semester CIS Senior Thesis Course** - either **CIS 95** or **CIS 195 (Honors)**, via the [One on One Course Form](#), downloadable from the Registrar's website: [http://uss.tufts.edu/registrar/Registrar\\_FacultyResources.asp](http://uss.tufts.edu/registrar/Registrar_FacultyResources.asp). Complete the One-on-One Course form, have it signed by your primary advisor and return the form to Student Services, Dowling Hall.
- **Student and faculty committee establish due dates for the senior thesis.** Allow enough time for faculty advisors to read and comment on the draft, for the student to revise the draft in response to their comments, and for the student to have the finished project handed in one week before the oral defense meeting.
- **By April 4, 2016** submit a draft of the thesis to all faculty advisors for comments and recommended changes or additions.
- **Advisors return the draft** with comments and recommended changes or additions by the date agreed upon at their organizational meeting as promptly as possible.
- **Revise the draft** in response to readers' comments and hands in this final version of the **project one week before the scheduled oral defense**. The student must also submit a copy of the final version to the CIS office at this time.
- **Oral Defense meeting should take place by the last day of classes, May 2, 2016.** This one-hour meeting is an opportunity for student and advisors together to discuss and assess achievements and reflect on areas for improvement. The faculty advisors jointly determine the grade based on the thesis at that time and complete the IS Major Grade Sheet, which must be turned into the CIS Office by one of the faculty advisors as soon as possible after the oral defense meeting. The IS Major Grade Sheet will be sent to primary advisors via email toward the end of the spring semester.
- The primary advisor enters the **CIS 95** or **CIS 195 (Honors)** grade into the [SIS system](#).
- If you are doing an Honors Thesis the Registrar's Office will send a **Thesis Recommendation for Honors** form to the primary advisor. Instructions and deadlines will be on the form. Send a copy of this completed form to CIS office when it is completed.
- **After the defense both the student and advisors must complete Assessment Forms** as part of the on-going, university-wide assessment of learning outcomes in departments and programs. Assessment forms will be sent to out via email toward the end of the spring semester.
- **Thesis Copies.** Students must submit a copy of their final thesis to Digital Collections and Archives in Tisch Library before May Commencement. Theses may be submitted electronically or in traditional bound form and should adhere to Tisch Library archival submission guidelines posted at <http://sites.tufts.edu/dca/>. A copy of the manuscript must also be submitted electronically to the CIS office at the same time.

## COMMENCEMENT AND TRANSCRIPT INFO

- **Late February/Early March (2016 deadlines TBD): Commencement Planning** IS Majors may elect which departmental or programmatic commencement ceremony they wish to attend. Most attend that to which their primary advisor is connected. However, if there is a department that you feel is more fitting, you may choose that as well. Please indicate your choice in the [SIS system](#) by the Registrar's deadline. Students must also notify CIS of their commencement plans via email to: [Audrey.Aduama@tufts.edu](mailto:Audrey.Aduama@tufts.edu)
- **Early May Transcript Information (May 2, 2016)** Students provide the title for their IS Major for transcript purposes. You are allotted 53 characters including spaces Send via email: [Audrey.Aduama@tufts.edu](mailto:Audrey.Aduama@tufts.edu)

## IS MAJORS SENIORS CHECK LIST 2015-2106 DUE DATES

- ❑ **September 15, 2015:** Register for the CIS Senior Thesis Course - either CIS 95 or CIS 195 (Honors) for fall semester.
- ❑ **September 15, 2015:** Meet with advisors, establish timeline and due dates and **submit thesis proposal.**
- ❑ **November 15, 2015**
  - Petition to graduate in [SIS system](#)
  - Complete Degree Sheet, Major Checklist and Thesis Candidate Forms
- ❑ **January 21, 2016** Re-Register for the spring semester CIS Senior Thesis Course - either CIS 95/ CIS 195(Honors)
- ❑ **January 21, 2016** Meet with faculty committee to establish spring semester due dates for the senior thesis
- ❑ **Late February/Early March (2016 date TBD)** Elect commencement venue in the [SIS system](#). Send email to [Audrey.Aduama@tufts.edu](mailto:Audrey.Aduama@tufts.edu) to notify CIS of commencement venue.
- ❑ **By April 4, 2016** Submit the draft of the thesis to all faculty advisors for comments and recommended changes or additions.
- ❑ **By April 11, 2016** Advisors return the draft with comments and recommended changes
- ❑ **By April 15, 2016** Revise the draft in response to readers' comments and hand in this final version of the project *one week before the scheduled oral defense.*
- ❑ **By May 2, 2016** Oral Defense meeting should take place by the last day of classes.
  - The faculty committee completes the IS Major Grade Sheet, Student Assessment Forms (each advisor completes a separate assessment form), and the Thesis Recommendation Form (where applicable) and return to CIS Office.
  - Students complete the Student Assessment Form and return to CIS Office.
- ❑ **May 2, 2016** Students notify CIS of final IS Major title to appear on transcript (53 character limit- including spaces)
- ❑ **May 2, 2016** Students submit copies of final thesis to both Tisch Digital Collections and CIS.

# WHO CAN HELP

## ARC RESOURCES AND CONTACTS

Students thinking about conducting a research project, such as a senior thesis, should be aware of the numerous support programs and publication opportunities on Tufts campus. For details about this program visit the [Academic Resource Center](#) website.

**Writing:** Graduate Writing Consultants are available to help with every stage of the writing process. To book an appointment, visit the Academic Resource Center (ARC) website: <http://uss.tufts.edu/arc/>

**Presentation Skills:** Graduate Speaking Consultants are available to help you prepare your defense presentation, polish your delivery, and develop strategies for staying calm during public speaking events

**Time Management:** If you are struggling with the time management aspect of the senior thesis, **confidential** support is available from ARC Time Management Consultants. Email **Linda Sullivan** at [Time.Management@ase.tufts.edu](mailto:Time.Management@ase.tufts.edu)

**Logistics and Policy** For any questions about paperwork, deadlines, Tufts University policies, or if you **have** concerns about your working relationship with your advisor, contact **Kristina Aikens**, ARC Writing Resources, at [Kristina.Aikens@tufts.edu](mailto:Kristina.Aikens@tufts.edu)

## TISCH LIBRARY RESOURCES

Tisch Library offers workshops during the fall and spring semesters. Workshop schedules are posted at the start of each semester. For more information or to suggest a workshop topic, email [Laurie Sabol](mailto:Laurie.Sabol). Or visit the website: <http://www.library.tufts.edu/tisch/>

### **Undergraduate Thesis Assistance**

Tisch Library actively supports undergraduate thesis research. Students are encouraged to meet with librarians individually in order to gain an increased awareness of relevant library resources, and learn how to use them as efficiently and effectively as possible. **Tisch offers an 8-week mini-course Research 4 Success: Using the Library for Thesis and Capstone Projects.** For information visit: <http://www.library.tufts.edu/tisch/ra/undergraduateTheses.html>

The **Digital Design Studio** (DDS), housed within Tisch's Media Center, is a collaborative learning space for the creation of course-related multimedia projects including video, audio, imaging, and web publishing. The DDS primarily serves Arts, Sciences, and Engineering students and faculty. Students and faculty from other Tufts schools are welcome to use the facility as space permits. <http://www.library.tufts.edu/tisch/dds.html>